

Location: City Of Amesbury/Police Department

Position Title: Public Safety Clerk

Salary/Pay Scale: Union / Step 1 / \$15.46 Hr.

Requirements: High School Diploma, ability to work overnight shifts, no smoking or tobacco use

Description: The Public Safety Clerk performs a wide variety of general and or specialized office support, clerical, and technical work in support of the Amesbury Police Department; collects, indexes, maintains, retrieves, copies, and distributes confidential law enforcement data and information; performs a variety of record keeping functions including processing police reports; receives and provides assistance to the public at the front counter and over the telephone; and provides other support and assistance to other non-sworn functions and activities of the Amesbury Police Department

Application Process:

Send or email resume and application(see below) to:

Kevin Donovan, Sergeant Amesbury Police Department

Amesbury Police Department

19 School Street

Amesbury, MA 01913

kevind@amesburyma.gov

Application Link:

http://www.amesburyma.gov/sites/amesburyma/files/file/file/amesburyma_police_department_application_2015.pdf

Application Deadline: 21 August 2015